South Carolina Department of Education

Request for Proposals (RFP)
Application Package

2007–08 EIA Teacher Awards Program

Deadline for Receipt of Applications and Signed Forms:
5:00 p.m. Friday, January 19, 2007

Inez Moore Tenenbaum
State Superintendent of Education

Contact Information

Nancy S. Maxfield

EIA Teacher Awards Administrator

South Carolina Department of Education

1429 Senate Street, Room 1101

Columbia, South Carolina 29201

803-734-5810

EIATeacherGrant@ed.sc.gov

TABLE OF CONTENTS

PART I: GENERAL INFORMATION

A. Introduction/Background

The EIA Teacher Awards program is part of the Education Improvement Act of 1984, S.C. Code Ann. § 59-5-67 (2004). Each year, the South Carolina General Assembly determines the level of funding for the EIA Teacher Awards program (24 S.C. Code Ann. Regs. 43-201.1).

Awards funded under this program are intended to support efforts to improve classroom teaching practices and procedures. EIA Teacher Award proposals may be written for projects that support instructional activities and implementation of the South Carolina curriculum standards including, but not limited to,

- Implementation of performance assessments
- Instructional activities for parental reinforcement at home
- Computer-assisted instruction
- Techniques for motivating and rewarding achievement
- Techniques for improving students' study skills
- Innovative teaching strategies, activities, and materials for identified student groups.

This Request for Proposals (RFP), and the guidance contained within, is the sole guideline for submitting EIA Teacher and Unit Award applications, and it takes precedence over any other EIA Teacher Award program information.

Each school district has at least one awards contact person (some districts also have teachers who have agreed to serve as mentors) to help teachers in their district write EIA Teacher Award applications. Applicants should contact their district's awards contact person and/or the mentor (page 15 of this RFP) for guidance before, during, and after the award cycle.

B. Definitions of Terms Used

Activities/strategies are the approaches or methods used to accomplish the objective (including the rationale for selecting the activity). Activities may include organizing and/or conducting workshops, staff meetings, and parent or advisory meetings; administering pretests; ordering materials; and scheduling field trips and student performances.

The **alignment to the curriculum standards** requirement means that each activity must correlate to a specific academic standard. The standards are posted to the SDE's Web site at http://ed.sc.gov/agency/offices/cso/standards/.

A **goal** is a broad statement of the desired purpose and outcome of your project to improve your classroom teaching practices and procedures to raise student achievement.

An **objective** is a statement that clearly describes what the participants will demonstrate as a result of the proposed project. Each objective must be specific, measurable, achievable, relevant, and time-specific.

A **timeline** contains descriptions, in chronological order, of the most important events of your project.

1

C. Types of Awards

Two types of EIA Teacher Awards are available: Individual Teacher Awards and Unit Awards. Individual Teacher Awards are intended to support efforts to improve individual classroom teaching practices and procedures. Unit Awards (for groups of teachers) are intended to support a coordinated effort to improve classroom teaching practices and procedures at a certain grade level or in a specific subject area.

D. Eligible Applicants

Only currently employed South Carolina K–12 public school teachers (including teachers, guidance counselors, media specialists, and speech clinicians) are eligible to apply for Individual and Unit Awards.

Teacher specialists, curriculum coaches, and school administrators may participate as part of a Unit Award, but they may not serve as the lead teacher in any Unit Award. Teacher specialists, curriculum coaches, and school administrators are not eligible to apply for Individual Awards.

E. Application Restrictions

Eligible applicants may submit only one application. Eligible applicants must submit only one Individual Teacher Award application **or** one Unit Award application (either as lead person or as a member of the team). If more than one application is received from an applicant, then neither will be reviewed, scored, or considered for funding.

F. Funding Period and Restrictions

The award period will be July 1, 2007–June 30, 2008.

The maximum amount awarded for an Individual Teacher Award is $2,000.

The maximum amount awarded for Unit Awards are: a) two teachers for a maximum of $4,000 and b) three or more teachers for a maximum of $6,000.

G. Transfer of Funding

An Individual Teacher Award may follow a teacher who transfers within a district if both the former and the present principals agree and sign a statement to that effect and provide a copy of the agreement to the EIA Teacher Awards Administrator. If a conflict arises, the final decision rests with the district superintendent.

A Unit Award may follow a team of teachers that transfers within a district if both the former and the present principals agree and sign a statement to that effect and provide a copy of the agreement to the EIA Teacher Awards Administrator. If a conflict arises, the final decision rests with the district superintendent.

H. Fiscal Guidelines and Policies

A comprehensive guide to the EIA Teacher Award fiscal policies is located on the SDE's Web site at http://ed.sc.gov/agency/offices/finance/manuals/.

The district will serve as the fiscal agent for approved awards. Each district's fiscal guidelines take precedence when completing the Budget and Budget Justification Forms.

Funds may be spent only on items approved in the project budget unless prior approval is granted. To receive prior approval, the grantee must submit a signed amended budget proposal, including justification for the changes, to the EIA Teacher Awards Administrator. The administrator will contact the grantee via e-mail to either approve or deny the changes.

After the award period, all items purchased with award funds are the property of the funded school. If an individually funded teacher leaves the school and wishes to take the purchased items to another school within the same district, that teacher must obtain permission by the principal at the funded school. Items purchased with award funds may not be transferred to another district.

If a project includes purchased services from an individual or organization, a contractual agreement outlining the services to be provided and signed by the applicant and contractor must be included with the required documents.

I. Authorized Costs

Authorized costs include

- Purchasing, renting, or leasing durable items (hardware) that are needed to implement the project plan and are not available in the school
- Purchasing expendable items needed to implement the project that would not normally be available to the teacher
- Purchasing services rendered by personnel who are not on the local district payroll, as well as related expenses covered by a Contractual Agreement
- Paying substitutes, at approved local rates, for teachers who need to be away from their classrooms for project-related activities
- Transporting students to participate in planned activities, such as field trips
- Paying the cost of in-state travel for project personnel on trips related to project operation, according to district-approved rates
- Developing supplementary classroom materials.

J. Unauthorized Costs

Unauthorized costs include

- Developing curriculum guides or course outlines required of teachers as part of their regular job assignments
- Purchasing administrative equipment
- Paying professional or nonprofessional salaries or stipends.

K. Required Reporting

All funded teachers must complete an online 2007–08 Final Report and submit it by June 30, 2008. Failure to submit this report on time will eliminate the applicant from consideration in future funding cycles. The Final Report will include a

- Summary of the results and the project evaluation
- Discussion of the activities which had the most significant impact on the target population
- Description of the impact upon the classroom or school as a result of the project
- Report of expenditures.

L. Audits

All expenditures of funds received under this award must be audited by a certified public accountant as a part of the district's annual audit.

M. Review Process

Each eligible application will be read by at least two reviewers. The reviewers are currently employed K–12 public school teachers, administrators, or retired K–12 public school teachers. The reviewers will use the Scoring Rubric, to determine the number of points that they will assign to each application and to add comments as to why the determination was made. The two reviewers' scores will be added to form a composite score for each proposal. If the readers' scores vary by more than 20 points, an additional reader will be assigned to review the application. The third reader's score will be doubled to create the composite score. The proposals will be rank-ordered by composite scores and will be funded beginning with the highest score until the appropriated funds are exhausted.

N. Selection Criteria

Application Sections	Points
Goal, Objectives, Evaluation Measures, and Curriculum Standards	50
Strategy, Activities, and Timeline	50
Budget (The budget is not scored but its accuracy is critical)	0
Total Points Available	100

O. Notification of Awards

All applicants will be notified (either of success or denial) by mail on or before the first week of August 2007, and copies of completed Scoring Rubrics will be enclosed. The letters will be mailed to the teacher or project leader at the school address provided by the applicant.

P. Appeals Process

Scores may not be appealed. An unfunded applicant may inquire as to whether or not the application process was followed. An applicant who submitted a proposal that was not funded by the SDE has five calendar days after receiving notification that the proposal is not funded to request a review of the process. The request for review must be directed to the State

Superintendent of Education and must state the reasons for the request.

After the SDE's Office of General Counsel investigates whether or not the process was followed, the State Superintendent will notify the applicant in writing as to whether or not the application process was followed and whether or not the appeal is granted. There will be no further appeal of the Superintendent's decision.

Q. Scoring Rubric

Reader # Application #		
☐ Individual ☐ Unit Title of Project:		
2007–08 EIA Teacher Awards Program	Max.Points	Totals
Goal(s), Objectives, Evaluation Measures, and Curriculum Standards	50 points	**/50**
To what extent are the • Goals broad statements of the desired purpose and outcome of the proposed project? • Objectives specific, measurable, achievable, relevant, and time-specific? • Evaluation measures sufficient and appropriate? • Data to be collected sufficient to prove whether or not the project is successful? • Applicable curriculum standards accurately identified?	/10 /10 /10 /10 /10	
Reviewer: *If this section's score is not 50, what information would have made this section complete?*		
Strategies, Activities, and Timeline of Events	50 points	**/50**
To what extent are the • Activities appropriate and designed to accomplish all stated objectives, and show promise of success? • Proposed activities designed to improve teaching practices and student achievement? • EIA Project Overview Charts clearly written to describe the most important events in chronological order? • Activities clearly in alignment with the applicable South Carolina Curriculum Standards?	/10 /20 /10 /10	
Reviewer: *If this section's score is not 50, what information would have made this section complete?*		
Budget		
The budget must contain • Expenditures that are reasonable to support the project • Budget figures that are computed accurately • Budget items described in the activities section of the narrative.		
TOTAL SCORE		**/100**

R. Application Procedures and Deadlines

A complete application contains two parts: the online application and the signed supporting materials that must be mailed to the EIA Administrator.

Both the online application and the mailed supporting materials <u>must be received</u> by 5:00 p.m., Friday, January 19, 2007.

To apply for one 2007–08 EIA Teacher or Unit Award:

1. Go to http://ed.sc.gov/agency/offices/grants/EIATeacherGrants.html and click on the 07–08 EIA Teacher Award Application link

2. Complete the on-line application. You cannot save data, so complete the proposal in Word and then cut/paste into the application.

3. Print a copy of the on-line application BEFORE clicking on the submit button.

4. Submit the on-line application before 5:01 p.m. Friday, January 19, 2007

5. Print, complete, and obtain appropriate signatures (in blue ink) for the following forms

      a. Application Cover Sheet
      b. Budget Form
      c. Budget Narrative Form
      c. Assurances Form
      d. Terms and Conditions Form
      e. Contractual Agreements (if applicable)

5. Mail all the forms listed in #5 above (using a 10" x 13" envelope and leaving the forms unfolded) to

        Nancy S. Maxfield
        EIA Teacher Awards Administrator
        Grants Office
        South Carolina Department of Education
        1429 Senate Street, Room 1101
        Columbia, South Carolina 29201

S. Submission Guidelines

- Print copies of your application before submitting it and give one to your awards contact. No applications will be sent to applicants (either before or after award date).
- Applications that are faxed or e-mailed will not be reviewed, scored, or considered for funding.
- Applications must be original from the applicant. Duplicate or near duplicate applications will be disqualified from consideration.

A. Submitting On-line Applications

Develop your proposal in Word and use the copy-and-paste function in Word to load the text into the on-line application. The on-line application will be presented in this order:

1. Application Cover Page: The Cover Page is both part of the on-line application and also mailed with the signature documents. Each cell will need to be completed accurately because this page becomes your database record. The on-line Cover Page does not require signatures.

2. EIA Project Narrative: The narrative consists of two parts:

    a. EIA Project Overview: Write your application (limited to three, double-spaced pages of text) by using the outline located on page 8 of this RFP. The on-line application will prompt you to answer the questions listed on that page.

    b. EIA Project Overview Chart(s): one single-spaced chart per objective. This section does not have a page limit. Use the outline located on page 14 of this RFP. Again, use the copy-and-paste function of Word to insert information into the chart(s).

B. Mailing Required Documents

A 10" x 13" envelope must be received no later than 5:00 p.m. Friday, January 19, 2007. The envelope must contain the following documents (not folded):

1. Application Cover Page: The Cover Page, located on page 9 of this RFP, is both part of the on-line application and also the mailed documents. The submitted Cover Page must be identical to the on-line Cover Page in order for the on-line application to be reviewed, scored, or considered for funding. The signatures must be in blue ink.

2. Budget Form: This form, located on page 12 of this RFP, must be completed using the district's funding guidelines, and signed in blue ink by the applicant teacher (or unit lead teacher), the district's finance officer, and the district's award contact person.

3. Budget Narrative Form: This form, located on page 13 of this RFP, must be completed and signed in blue ink by the applicant teacher (or unit lead teacher), the district's finance officer, and the district's award contact.

4. Assurances Form: This form, located on page 10 of this RFP, must be signed and dated in blue ink by the applicant teacher (or unit lead teacher) and the principal.

5. Terms and Conditions Form: This form (page 11 of this RFP) must be signed and dated in blue ink by the district superintendent.

6. Contractual Agreements: Proposed services to be rendered by personnel who are not on the local district's payroll must be described in a Contractual Agreement and signed (in blue ink) by both the proposed contractor and the school principal.

PART III: REQUIRED DOCUMENTS

EIA Project Narrative

Please download this page in Word and use the outline provided to write your Project Narrative. The narrative is limited to three double-spaced pages, using Arial or Times New Roman in a 12-point font size and one-inch margins on all sides.

These sections will appear in the on-line application, and you must use the copy-and-paste function of Word to place the text answers into the on-line application.

1. Name of applicant (Individual OR Unit lead teacher):

2. Project title:

3. How many students will this project serve?

4. Goal(s), Objectives, Evaluation Measures, and Curriculum Standards section (50 points)

    o In one sentence, summarize your project's goal to improve your classroom teaching practices and procedures to raise student achievement.
    o Clearly state the objective(s) in terms of what the participants will demonstrate as a result of the proposed project. Each objective must be specific, measurable, achievable, relevant, and time-specific.
    o State how you will evaluate the progress made toward the stated objectives, including the data you will collect and analyze and how the data will be used:
    o State which of the state's curriculum standards apply to this project:

5. Strategies, Activities, and Timeline section (40 points)

    o Explain why you chose each planned activity (the rationale):
    o Complete an EIA Project Overview Chart for each objective, making sure to include all items on which you will spend EIA funds. As a timeline, complete the chart(s) by describing the most important events of your project in chronological order with logical checkpoints for the successful completion of your project. Make sure that the proposed activities are clearly aligned with South Carolina's curriculum standards. The charts will be reviewed and scored but are not included in the three-page narrative limit. Text placed in the charts must be single-spaced.

Application Cover Page
2007–08 EIA Teacher Award Program
South Carolina Department of Education
1429 Senate Street, Room 1101, Columbia, SC 29201

Only one application per eligible applicant will be accepted, reviewed, scored, or considered for funding. Please refer to page 2 of this RFP for a list of eligible applicants.

Type of Application: ☐ Individual ☐ Unit	Grade level(s):	Award Funds Requested $ * *(The amount stated here must agree with the budgeted fund total stated on the budget page of your application.)

Project Title *(in five words or fewer)*:

Add eligible Teacher Applicant (Individual) or Lead Teacher (Unit) information here:

Mr./Ms./Dr.:		Teaching Position:	
School Phone:		Applicant's Correct E-mail Address at School:	
School:		Name of Principal:	
Street address:		School District:	
School City, Zip Code:		Name and E-mail of District Awards Contact:	

For a Unit Award, please add the names and positions of the second and third team members here:

Name of Second Teacher for Unit:		Position:	
Name of Third Teacher for Unit:		Position:	

In the list below, please indicate the project's primary focus area with a number "1" and the project's secondary area with a number "2."

English Language Arts	Science
Gifted and Talented	Social Studies
Guidance	Special Education
Health and Safety	Technology
Library Media Services	Visual and Performing Arts
Mathematics	Other (please specify):

Signature of applicant: _____

Assurances Form

I certify that all information, figures, and representations in this grant application are true and correct to the best of my knowledge and belief. I further certify that I will carry out the proposed educational program to the best of my ability if the application is approved.

I certify that this applicant_____

A. Has the legal authority to apply for state assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the nonstate share of project costs) to ensure proper planning, management, and completion of the project described in this application.

B. Will give the State Department of Education (SDE) access to and the right to examine all records, books, papers, or documents related to this award and will establish a proper accounting system in accordance with generally accepted accounting principles or agency directives.

   The applicant's accounting system must include sufficient internal controls, a clear audit trail, and written cost-allocation procedures as necessary. Financial management systems must be capable of distinguishing expenditures that are attributable to this grant from those that are not attributable to this grant. This system must be able to identify costs by programmatic year and by budget line item and to differentiate among direct, indirect, and administrative costs. In addition, the grantee must maintain adequate supporting documents for the expenditures (federal and nonfederal) and in-kind contributions, if any, that it makes under this grant. Costs must be shown in books or records (e.g., disbursements ledger, journal, payroll register) and must be supported by a source document such as a receipt, travel voucher, invoice, bill, or in-kind voucher.

C. Will approve all expenditures, document receipt of goods and services, and record payments on the applicant's accounting records prior to submission of reimbursement claims to the SDE for costs related to this grant.

D. Will initiate and complete work within the applicable time frame after receipt of approval by the SDE.

E. Will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, or disability. The grantee will take affirmative action to ensure that applicants for employment and the employees are treated during the period of their employment without regard to their race, color, religion, age, sex, national origin, or disability.

F. Will comply with the Ethics, Government Accountability, and Campaign Reform Act (S.C. Code Ann. § 2-17-10 et seq. and § 8-13-100 et seq. (Supp. 2005)).

G. Will comply with the Drug Free Workplace Act (S.C. Code Ann. § 44-107-10 *et seq.* (Supp. 2005)) if the amount of this award is $50,000 or more.

   _____   _____
   Signature of Applicant Teacher/Unit Lead Teacher   Date

   _____   _____
   Signature of Principal   Date

Terms and Conditions Form

A. **Termination**. The SDE reserves the right to reject any and all applications and to refuse to grant monies under this solicitation. After it has been awarded, the SDE may terminate a grant by giving the grantee written notice of termination. In the event of a termination after award, the SDE shall reimburse the grantee for expenses incurred up to the notification of termination. In addition, this grant may be terminated by the SDE if the grantee fails to perform as promised in its proposal.

B. **Travel Costs**. Travel costs, if allowed under this solicitation, must comply with the state of South Carolina travel regulations. Travel costs may not exceed 15 percent of the total grant.

C. **Honoraria**. Amounts paid as honoraria must be consistent with SDE policies. The grantee should check with the district finance office before budgeting for honoraria. Honoraria can not be paid to district employees.

D. **Obligation of Grant Funds**. Grant funds may not be obligated prior to the effective date or subsequent to the termination date of the grant period. No obligations are allowed after the end of the grant period, and the final request for payment must be submitted no later than thirty (30) days after the end of the grant period.

E. **Use of Grant Funds**. Funds awarded are to be expended only for purposes and activities covered by the project plan and budget.

F. **Copyright**. The grantee is free to copyright any books, publications, or other copyrightable materials developed in the course of this grant. However, the SDE reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, the copyrighted work developed under this grant.

G. **Records**. The grantee shall retain grant records, including financial records and supporting documentation, for a minimum of three (3) years after the termination date of the grant.

H. **Documentation**. The grantee must provide for accurate and timely recording of receipts and expenditures. The grantee's accounting system should distinguish receipts and expenditures attributable to each grant.

I. **Reports**. The grantee shall submit a final financial report within thirty (30) days of the final disbursement. This report should be a final accounting of the grant. It may be submitted in either narrative or spreadsheet form.

J. **Reduction in Budgets and Negotiations**. The SDE reserves the right to negotiate budgets with potential grantees. The SDE may, in its sole discretion, determine that a proposed budget is excessive and may negotiate a lower budget with the potential grantee. The grantee may at that time negotiate or withdraw its proposal. In addition, the SDE may desire to fund a project but not at the level proposed. In that case the SDE shall notify the potential grantee of the amount that can be funded, and the grantee and the SDE shall negotiate a modification in the proposal to accommodate the lower budget. All final decisions are that of the SDE.

K. **Amendments to Grants**. Amendments are permitted upon the mutual agreement of the parties and will become effective when specified in writing and signed by both parties.

_____   _____
Signature of District Superintendent   Date

Budget Form

Please seek assistance from your district finance office to ensure that expenses are identified by the correct budget object code and entered correctly. Please round figures to whole dollars.

Equipment is distinguishable from supplies in that it has a useful life of at least a year, costs more than $75 per unit, and is more feasible to repair than to replace. Equipment must not be budgeted under materials and supplies.

Object Category	Instructional Series (100)	Support Services Total (200)	Total
Personnel (Salaries) (100)			
Employee Benefits (200)			
Purchased Services (300)			
Supplies and Materials (400)			
Capital Outlay (500)			
(600) Other			
Total			

Project title:

School name:

Signature of teacher applicant or unit lead teacher: _____

Signature of district finance officer: _____

Signature of district EIA award contact: _____

Budget Narrative Form

Concisely describe expenditures and formulas used to calculate cost. Use a separate row for each expenditure. Three rows are provided for each budget category, but applicants may add or subtract rows as needed. Seek the assistance of your district finance officer to ensure that expenses are identified and entered correctly. Please round figures to whole dollars.

Budget Category/Explanation	Total Costs
Personnel (100)	
Employee Benefits (200)	
Purchased Services (300)	
Supplies and Materials (400)	
Capital Outlay (500)	
Other (600)	
Total Cost	

Project title:

School name:

Signature of teacher applicant or unit lead teacher: _____

Signature of district finance officer: _____

Signature of district EIA award contact person:

_____

EIA Project Overview Chart

Please complete one chart for each objective.

[Complete one chart for each objective.]		
Objective: By the end of the 07–08 school year,   percent of the students involved in this program will improve their scores by at least   percent. **(This sentence is an example only.)**

Activity Start and End Dates	**Specific Activity Designed to Achieve This Objective**	**Data to be Collected and Evaluation Measures Conducted to Provide Evidence of Accomplishment**	**Relevant Curriculum Standards That Have Guided These Activities**
1.			
2.			
3.			

Award Contacts and Mentors

District	District Contact	Contact's E-Mail	District Mentor	Mentor's E-Mail
Abbeville	Jane Mullen	jmullen@acsd.k12.sc.us		
Aiken	Dorothy Brooks	dbrooks@aiken.k12.sc.us		
Allendale	Evelyn Towns	townse@acs.k12.sc.us		
Anderson 1	John Pruitt	pruittj@anderson1.k12.sc.us	John Pruitt	jpruitt@anderson1.k12.sc.us
Anderson 2	Jan Bratcher	jbratcher@anderson2.k12.sc.us		
Anderson 3	Patti Hoepfl	hoepflp@anderson3.k12.sc.us		
Anderson 4	Barbara Nesbitt	bnesbitt@anderson4.k12.sc.us		
Anderson 5	Sarah Burns	sarahburns@anderson5.net	Sarah Burns	sarahburns@anderson5.net
Bamberg 1	Phyllis Overstreet	poverstreet@bamberg1.net		
Bamberg 2	Thelma Sojourner	tsojourner@bamberg2.k12.sc.us		
Barnwell 19	Nancy Richardson	Nancy.Richardson@barnwell19.k12.sc.us		
Barnwell 29	Kay Gooding	kgooding@williston.k12.sc.us		
Barnwell 45	Phil Flynn	pflynn@barnwell45.k12.sc.us		
Beaufort	Roy Stehle	Rms2593@beaufort.k12.sc.us		
Berkeley	Sharon Snyder	snyders@berkeley.k12.sc.us		
Calhoun	Lyn Dukes	ldukes@ccps.calhoun.k12.sc.us		
Charleston	Crystal Lottig	Crystal_lottig@charleston.k12.sc.us		
Charleston	Mary Dieter	Maryann_dieter@charleston.k12.sc.us		
Cherokee 1	Linda Sellars	Linda.sellars@gw.cherokee1.12.sc.us		
Chester	Agnes Love	agnesl@chester.k12.sc.us		
Chesterfield	Becky Weatherby	bweatherby@chesterfield.k12.sc.us		
Clarendon 1	Barbara Ragin	bragin@clar1.k12.sc.us		
Clarendon 2	Connie Dennis	cdennis@clarendon2.k12.sc.us		
Clarendon 3	David Sherbine	dsherbine@edmail.state.sc.us		
Colleton	Bob Pence	bpence@mail.colleton.k12.sc.us		
Darlington	Willie Boyd	willieb@darlington.k12.sc.us		
Dillon 1	JoBeth Page	jpage@lakeviewschools.com		
Dillon 2	Lynn Liebenrood	liebenrood@dillon2.k12.sc.us	Joan Rocha	rochaj@dillon2.k12.sc.us
Dillon 3	Cynthia LeGette	cindy@mail.dillon3.k12.sc.us		
Dorchester 2	Anthony Lemon	alemon@dorchester2.k12.sc.us		
Dorchester 2	K.C. Delcorro	kdelcorro@dorchester2.k12.sc.us		
Dorchester 2	Sandra Popivchak	spopivchak@dorchester2.k12.sc.us		

District	District Contact	Contact's E-Mail	District Mentor	Mentor's E-Mail
Dorchester 4	Linwood Ling	lling@mail.dd4.k12.sc.us		
Edgefield	Frank Roberson	fgroberson@edgefield.k12.sc.us		
Fairfield	Jeff Long	jlong@fairfield.k12.sc.us		
Florence 1	Valerie Harrison	vharrison@fsd1.org		
Florence 2	Charles Hyman	Chyman58@yahoo.com		
Florence 3	Diane Oliver	doliver@florence3.k12.sc.us		
Florence 4	Bertha McCants	bmccants@florence4.k12.sc.us		
Florence 5	Randy Smiley	rsmiley@flo5.k12.sc.us		
Georgetown	Patti Hammel	phammel@gcsd.k12.sc.us		
Greenville	Stephanie Thomas	sithomas@greenville.k12.sc.us		
Greenwood 50	Pat Ross	rossp@mail.gwd50.k12.sc.us		
Greenwood 51	Arlene O'Dell	aodell@gwd51.k12.sc.us		
Greenwood 52	Rhonda McDowell	rmcdowel@greenwood52.org		
Hampton 1	Jack Hutto	jhutto@hampton1.k12.sc.us		
Hampton 2	Jean Stokes	stokjea@hampton2.k12.sc.us		
Horry	Amelia Hadfield	ahadfie@do.hcs.k12.sc.us		
Jasper	Marva Tigner	mtigner@jcsd.net		
Kershaw	Linda Shaylor	shaylorl@kcsd.k12.sc.us		
Lancaster	Paul McKenzie	dhamrick@lcsd.k12.sc.us		
Laurens 55	Nancy Thompson	nthompson@laurens55.k12.sc.us		
Laurens 56	Laura Koskela	lckoskel@laurens56.k12.sc.us		
Lee	B. Ayers	ayersb@lee.k12.sc.us		
Lexington 1	Patricia James	pjames@lexington1.net		
Lexington 2	David Loadholt	dtl@lex2.k12.sc.us		
Lexington 2	Kay Gossett	gossett@lex2.k12.sc.us		
Lexington 3	Frances Bouknight	fbouknight@lex3.k12.sc.us		
Lexington 4	Linda Hawkins	lhawkins@lexington4.net		
Lexington 5	Lee Bollman	lbollman@lex5.k12.sc.us		
Lexington 5	Robert Taylor	rtaylor@lex5.k12.sc.us		
Marion 1	Cheryl Allread	callread@marion1.k12.sc.us		
Marion 2	Nancy Graham	ngraham@marion2.k12.sc.us		
Marion 7	Deborah Barnhill	dbarnhill@marion7.k12.sc.us		
Marlboro	Deborah Wimberly	dwimberly@marlboro.k12.sc.us		
McCormick	Betty Jo Hall	hallbj@mccormick.k12.sc.us	Andrea Mann Patricia Wirszyla	mannan@mccormick.k12.sc.us wirszylap@mccormick.k12.sc.us
Newberry	Cynthia Downs	drcdowns@newberry.k12.sc.us		

District	District Contact	Contact's E-Mail	District Mentor	Mentor's E-Mail
Newberry	Hugh Gray	hgray@newberry.k12.sc.us		
Oconee	Debra Cox	debracox@oconee.k12.sc.us		
Oconee	Jennifer Dodd	jdodd@oconee.k12.sc.us		
Oconee	Susan Bright	sbright@oconee.k12.sc.us		
Orangeburg 3	Ruby Johnson	johnsonr@obg3.k12.sc.us		
Orangeburg 4	Darrell Johnson	johnsond@orangeburg4.com		
Orangeburg 4	Tom Ashley	ashleyt@orangeburg4.com		
Orangeburg 5	Anna Jacobs	Ash36@orangeburg5.k12.sc.us		
Pickens	Libba Floyd	floydlh@pickens.k12.sc.us		
Pickens	Mary Babb	babbmf@pickens.k12.sc.us		
Richland 1	Joyce Buxton	jbuxton@richlandone.org		
Richland 2	Arlene Bakutes	abakutes@richland2.org		
Saluda	T. Shore	tshore@saluda.k12.sc.us		
SC DJJ	Ted Henderson	aehend@scdjj.net		
SC DJJ	Nancy Montgomery	nfmont@main.djj.state.sc.us		
SC SDB	Joan Slamenda	jslemenda@scsdb.k12.sc.us		
Spartanburg 1	Ann Green	Ann.greene@gw.spartanburg1.k12.sc.us		
Spartanburg 2	Deryle Hope	Deryle.hope@spartanburg2.k12.sc.us		
Spartanburg 3	Mary Seamon	mseamon@spa3.k12.sc.us		
Spartanburg 4	Glen Carson	gcarson@spartanburg4.org	Glen Carson	gcarson@spartanburg4.org
Spartanburg 5	Belinda Snow	snowbb@spart5.k12.sc.us		
Spartanburg 6	Donna Gutshall	gutshade@spart6.org	Cindy Pridgen	pridgecj@spart6.org
Spartanburg 7	Ernest Dupree	erdupree@spart7.org		
Sumter 2	Mary Hallums	mhallums@scsd2.k12.sc.us		
Sumter 17	Margaret Hutchens	hutchens@sumter17.k12.sc.us		
Union	Dale Goff	daleg@union.k12.sc.us		
Williamsburg	Janice Murray	Jmurray74@yahoo.com		
York 1	Mildred Rowland	mrowland@york.k12.sc.us		
York 2	Vickie Brockman	vbrockman@clover.k12.sc.us		
York 3	Jackie Chumley	jchumley@rock-hill.k12.sc.us		
York 4	Ann Bogan	bogana@fort-mill.k12.sc.us		